



The Metropolitan Nashville Public Schools provides that the Director of Business Services shall:

- Prescribe the accounts to be kept by all departments, offices and agencies of the Metropolitan Nashville Public Schools, the form of receipts, vouchers, bills or claims, warrants, requisitions, purchase orders or any financial stationary to be used, and provide suitable instructions for the use thereof.
- Audit before payment of all bills, invoices, payrolls and other claims, demands or charges against the Metropolitan Nashville Public Schools and approve the same only if proper, legal and correct, and duly authorized by appropriations or allotments of appropriation.

These regulations shall constitute the official policy regarding travel at Metropolitan Nashville Public Schools' expense.

Authorization for travel will not be granted and expenses will not be reimbursed unless travel made and reimbursement claimed is in accordance with these regulations.

Information regarding travel for school field trips can be found in DSOP 1707.

***Date Published***

***August, 2008***

***Revision History***

*June 2007*

***Review***

*Annually*

### **Travel Authorization**

It is the responsibility of the employee to be familiar with and adhere to the established travel policies. Deliberate disregard of these regulations while traveling on official business or filing of an intentionally misleading or fraudulent travel claim is grounds for disciplinary action up to and including termination of employment.

- Pre-Authorization – Reimbursement travel may not be undertaken unless it is authorized in advance. The appropriate Assistant Superintendent or the Director of Schools must authorize travel by employees. The Assistant Superintendent of Business and Facility Services shall approve all out-of -state travel for Metro Nashville Public Schools. The approval of the requesting department head is required prior to submission to the Assistant Superintendent of Business and Facility Services. Travel by Assistant Superintendents or non-employees will be approved by the Director of Schools Travel by Board members or the Director of

Schools will be approved by the Chairman or Vice Chairman of the Board of Public Education.

- Reimbursement – *Receipts are required for all items or fares claimed, unless otherwise prescribed in the regulations.* Approved travel is on the basis of reimbursement for the actual and necessary expenses incurred subject to the limitations set forth herein.

Travel must be by the most direct route possible, and any individual traveling by an indirect route must assume any extra expense incurred thereby. Metropolitan Nashville Public Schools employees or non-employees should use either scheduled and/or supplemental U.S. airlines when traveling by charter or commercial air transportation. Reimbursement for first class travel will not be allowed.

### **Transportation**

- Transportation for travel out-of-state should be by common carrier (air, train, bus) whenever practicable, and the fare must not exceed the regular tourist fare charged the public.
- Advantage must be taken of round trip rates and discounts (advance purchases, promotions, etc.) when available
- A receipt in the form of a ticket stub must accompany the expense claim when submitted for reimbursement.
- The use of air travel is encouraged when time is an important factor or when the trip is so long that other methods of travel would prove more expensive.
- Many domestic airlines provide substantially lower excursion round-trip airfares if the passenger stays over Saturday night. The Metropolitan Nashville Public Schools may authorize employees traveling on business to take advantage of this savings. When an overall net cost savings to the Metropolitan Nashville Public Schools would result from an employee or non-employee extending a business trip to take advantage of lower rate airfares, the proper authority may authorize an additional night's lodging and an additional day's meals due to the extension of the trip.
- The cost of the airfare plus the additional meals and lodging shall be measured against the cost of the lowest available airfare, not involving a Saturday night stay, for a direct flight at the time the trip was originally booked.
- This option is available only if the extension of the trip is for the cost saving of the Metropolitan Nashville Public Schools.
- Complete documentation of the cost savings calculation by the claimant and verification by the proper authority must be filed, and the expenditures will be disallowed if not cost effective.

### **Personal Automobile Mileage**

For employees or non-employees who have been authorized by the proper authority to use personal automobiles in the performance of their duties and/or to whom Metropolitan Nashville Public Schools vehicles/automobiles are not available, reimbursement for mileage may be claimed under the following conditions:

## Employee Travel Regulations 4202

- If a personally owned automobile has been authorized for official duties within Davidson County, employees or non-employees shall be reimbursed at the rate established by the Board of Public Education.
- Reimbursement of mileage for official duties within Davidson County shall be paid by payroll adjustment.
- If a personally owned automobile has been authorized for official duties out-of-county, reimbursement will be based on a rate established by the Board of Public Education. To be reimbursed for mileage, the Mileage Report must be filed at the end of the month. A copy of the Mileage Report form follows this policy.
- For liability insurance coverage, the Director of Business and Facility Services and the Division of Safety and Insurance for Metropolitan Government must be notified in advance when an employee is to travel out-of-state in a personally owned, rented/leased automobile in the performance of duty. The excess auto liability coverage costs \$27.74 per trip and will be charged to the department or school.
- Employees driving any non-Metro Nashville Public Schools vehicle on official business are responsible for having liability insurance that meets all the requirements of applicable state law.
- When employees use their personal vehicle for official business, their personal auto coverage will be primary up to the limits of their policies. MNPS will be secondary up to the limits of the Governmental Tort Liability Act. In the event of an accident that results in damage to an employee's vehicle, the employee is responsible for that damage.
- Mileage posted by the State Highway Department on state highway routes and published by Rand-McNally for out-of-state routes will be regarded as official for vehicle travel. Use the following link for the Rand-McNally site that will calculate point to point mileage: [www.randmcnally.com](http://www.randmcnally.com)
- Local mileage must be reported on a separate line each day and not included with out-of-county mileage.
- If an employee begins or ends his/her trip at his/her residence without stopping at his/her official place of work, reimbursable mileage will be the lesser of the mileage from the employee's residence to his/her destination or his/her place of work to the destination.

### Taxi Fares

If an individual travels by common carrier, reasonable taxi fees will be allowed for necessary transportation. It is expected that bus or limousine service to and from airports will be used where available and practical. In traveling between hotel or lodging and meeting or conference, reasonable taxi fares will be allowed. Receipts are required for all fares. Taxi fare reimbursements are not allowed **from conference and meetings sites for meals** unless exceptional circumstances exist and are documented.

### Toll and Ferry Fees

Reasonable toll and ferry fees will be allowed where necessary. Receipts are required for all fees.

### **Parking**

- Necessary charges for hotel and airport parking will be allowed provided that airport parking fees do not exceed normal taxi fare to and from the airport. Receipts must be furnished on all airport and hotel parking.
- Daily parking fees for personally owned vehicles of employees working in downtown offices, unless otherwise approved by the Director of Business Services, will not be allowed.
- If an employee or non-employee is required to leave his/her office on Metropolitan Nashville Public Schools business and later returns, the actual additional required to park will be reimbursed up to a maximum of \$5.00 per day without receipt.
- Employees or non-employees required to utilize commercial parking facilities because free or complimentary facilities are not available for the daily performance of duties will be allowed reimbursement for actual costs up to \$5.00 per day without receipt.
- Receipts must be furnished with request for reimbursement. Parking fees are not authorized to be reimbursed by payroll adjustment.

### **Automobile Rental**

Charges for automobile rental shall not be allowed unless an approved Automobile Rental Form is secured in advance from the Director of Business Services.

- If necessary, charges for physical damage insurance (collision and comprehensive coverage) for rented automobiles will be allowed.
- Departments should contact the Division of Insurance and Safety to discuss insurance coverage implications.
- A copy of the approved Automobile Rental Authorization Form must be attached to REQUEST FOR TRAVEL. The approved original Automobile Rental Authorization Form must be attached to the TRAVEL REIMBURSEMENT VOUCHER.
- Meals and lodging expenses which are occasioned by the use of an automobile for reasons of personal convenience, or which are due to travel by an indirect route, will not be allowed.

### **Meals and Lodging – In County**

Expenses for meals and lodging will not be allowed when incurred within Davidson County.

### **Meal Time Schedule**

The following schedule shall determine eligibility for reimbursement for meals. Any employee or non-employee who is in Davidson County during these times shall not be entitled to reimbursement.

Breakfast: 6:30 a.m. to 8:00 a.m.

Lunch: 11:00 a.m. to 1:30 p.m.

Dinner: 5:00 p.m. to 7:00 p.m.

Reimbursement for dinner will not be made unless overnight travel is involved.

### **Maximum Amounts**

The limits on travel expenses set forth herein are maximum amounts above which reimbursements cannot be made. Metropolitan Nashville Public Schools employees when traveling should be as conservative as circumstances permit and actual expenses will normally run considerably less than the maximum limit.

### **Limitations**

Reimbursement of travel expenses funded by grants, contracts, or other fiscal assistance programs administered by Divisions and Departments of the Metropolitan Nashville Public Schools are subject to the limits of each individual grant program, contract, or activity. In addition, reimbursements shall not exceed the maximum limits on travel expenses as set forth herein these regulations.

### **Claims and Reimbursements for Travel Expenses**

#### **Reimbursement Procedures**

Submit an approved Mileage Log/Report to the School or Department Timekeeper for mileage and parking expenses.

- The mileage reimbursement rate is the current rate allowed by IRS. On the date of this memo it is \$.50 cents per mile.
- Parking receipts must be submitted. Reimbursement is limited to \$5.00 per day if receipts are not submitted.
- Reimbursement will be included on the payroll check after receipt of the approved documentation.

Parking expenses less than \$25.00 may be reimbursed by submitting an approved Petty Cash Form and receipts to the Business Services Office. Expenses will be reimbursed in cash.

#### **Standard Form**

The standard form, Claim for Travel Expense, or other forms specifically approved by the Director of Business Services, are to be used to report and account for all claims for travel expenses. Any recovery of the cost of travel by other methods (petty cash, etc.) will not be allowed.

- Travel expenses outside Davidson County: REQUEST FOR TRAVEL form will consist of an original (white) and two copies (pink and yellow). The white original will be retained by the Assistant Superintendent upon approval of travel plans. The pink copy must be attached to the Travel Reimbursement Voucher and forwarded to the Business Office for reimbursement, and the yellow copy retained for the employee's files.
- Mileage reimbursement inside Davidson County: The Mileage Report form is to be attached to the payroll authorization form submitted to the Payroll Department supporting the authorized travel inside the county.
- Reimbursements for inside county travel shall be paid on the regular payroll check while out-of-county travel shall be paid by school system voucher check. Observe the following rules carefully in completing CLAIM FOR TRAVEL EXPENSES:

## Employee Travel Regulations 4202

- The form must show movement and detail of expenses day by day.
- The itemized originals of all required receipts must be attached to the white original filed with the Business Office.
- Each agency or department shall maintain a copy of the form with copies of the required receipts and supporting documentation on file for at least three years, or until either the Internal Audit Section of the Independent CPS's have audited the claim.
- A separate claim for expenses must be properly filed by each individual claimant
- Claimants name must be clearly typed on the form.

### Non Travel Expenses

Expenses for books, supplies, postage, stenographic help and other items that do not constitute actual traveling expenses should not be made a part of the travel claim.

### Out of State Travel

#### Lodging and Meals

The maximum reimbursement rates for out-of-state travel and in-state travel are the same as those maintained by the United States General Services Administration within the continental United States (CONUS). The fixed allowance M & I (Meals and Incidentals) on CONUS represents the maximum daily meals and incidentals reimbursement rate for the Metropolitan Government. The link for CONUS per diem rates is [www.policyworks.gov/main/mt/homepage/mtt/perdiem/per05d.html](http://www.policyworks.gov/main/mt/homepage/mtt/perdiem/per05d.html).

- Out-of-state lodging in all other cities will be allowed based on CONUS daily rates plus tax.
- Lodging receipts are required and must itemize room charges, taxes by date and surcharges
- Whenever conferences, conventions, seminars or workshops are held in a convention, luxury or resort type hotel or motel, and it is otherwise expedient for the employee or non-employee to have lodging at the same location, the established minimum single-room occupancy rates that are in effect for such a particular event will be allowed, even though they may exceed maximum rates listed above. This fact should be clearly noted on the Travel Reimbursement Form and a copy of the conference flyer, with location noted, should be attached.
- In-route lodging will be allowed up to CONUS daily rates plus tax not to exceed one day each way on trips of long duration.
- When peculiar or unusual circumstances develop that require lodging rates in excess of those listed herein, a copy of the hotel/motel bill together with a brief explanation must be attached to the TRAVEL REIMBURSEMENT VOUCHER as evidence of the authority for exceeding the maximum rates allowed.
- Reasonable expenses for checking into or out of the place of lodging will be allowed up to \$5.00 per day. This expense must be included in the itemized statement.

- If a room is shared with other than a Metropolitan Nashville Public Schools employee, actual cost subject to the single room will be allowed. The receipt for the entire amount should be submitted with the expense account.

## **In State Travel**

### **Lodging and Meals**

The maximum reimbursement rates for out-of-state and in-state travel are the same as those maintained by the United States General Services Administration within the continental United States (CONUS). The fixed allowance M & I (Meals and Incidentals) rate on CONUS represents the maximum daily rate meals and incidentals reimbursement rate for the Metropolitan Government. Visit the following link to establish the per diem:

[www.policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd05d.html](http://www.policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd05d.html)

- In-state lodging in all cities will be allowed based on CONUS daily rates plus tax.
- Lodging receipts are required and must itemize room charges, taxes by date, and surcharges.
- Whenever conferences, conventions, seminars or workshops are held in a convention, luxury or resort type hotel or motel, and it is otherwise expedient for the employee or non-employee to have lodging at the same location, the established minimum single-room occupancy rates that are in effect for such a particular event will be allowed, even though they may exceed maximum rates listed above. This fact should be clearly noted on the Travel Reimbursement Form and a copy of the conference flyer, with location noted, should be attached.
- Reasonable expenses for checking into or out of the place of lodging will be allowed up to \$5.00 per day. This expense must be included in the itemized statement.
- If a room is shared with other than a Metropolitan Nashville Public Schools employee, actual cost subject to the single room rate will be allowed. The receipt for the entire amount should be submitted with the TRAVEL REIMBURSEMENT VOUCHER.

### **Reimbursement Voucher**

- Meals will be reimbursed based on actual meal expenses not to exceed the daily CONUS meal reimbursement rate.
- The maximum daily reimbursement rate for meals for the day of departure shall be seventy five percent (75%) of the daily CONUS meal reimbursement rate prescribed for the lodging location.
- The maximum daily reimbursement for meals for the day of return shall be seventy five percent (75%) of the daily CONUS meal reimbursement rate to the preceding calendar day.
- Alcohol is an unallowable expense.

### **Non Employee Reimbursement**

When the Board of Public Education contracts with non-employees (contractors, consultants, experts, etc), the reimbursement for out-of-pocket travel expenses is authorized in accordance with these regulations:

- All Metro Nashville Public Schools contracts must contain a provision that states all travel under said contract must be in accordance with the Metropolitan Government travel policy.
- Many area hotels, upon request, offer government rates based on presentation of certain information (a letter of identification as being on government business, payment by government check, etc.)
- Reimbursement for Nashville lodging per day, including all taxes, will be allowed based on the most recent rates as published in the Comprehensive Travel regulations as determined by the CONUS rate established as of the date of travel. A copy of the current rate schedule is available in the Business Office.
- Requests for additional reimbursements must include the following information:
  - Hotels contacted and the government rate quoted
  - If rooms at government rates are not available, the established minimum single-room rates that are in effect for said period of time will be allowed, even though they may exceed the maximum rate listed above.

### **Miscellaneous**

Expenditures for entertainment, lounge, nightclub, theater, etc. are **personal charges and will not be allowed.**

- Charges for long distance telephone calls on official business will be allowed provided a statement is furnished indicating the date, name and location called.
- Telegrams will be allowed provided a statement similar to that for long distance calls is furnished. Local calls on official business will be allowed.
- A ten word telegram, or three minute station-to-station long distance call to notify immediate family of an official or employee or non-employee of their arrival at their destination will be allowed
- If the charge is included in the hotel bill, make a brief notation opposite that particular charge to identify it. An itemized statement of long distance telephone calls made on official business must be furnished with the expense account.
- A long distance telephone call or telegram from the immediate family of an employee or non-employee that is out of the city on MNPS business will be allowed if it is necessary to notify the employee or non-employee of a death, serious illness or other emergency. Long distance non-business related phone calls which fall outside of these parameters are not allowable.
- Registration fees for approved conferences, conventions, seminars, workshops, etc., will be allowed including the cost of official banquets, luncheons and breakfasts. However, no separate claim for the corresponding meal (s) will be allowed when such meal (s) are included in the registration fees. Registration fees must show the cost of each item.



- No travel may be undertaken unless it is properly authorized in advance and there is a sufficient unencumbered and unimpounded appropriation allotment balance to take care of the expense.

### **Travel Advances**

Temporary travel advances to employees will be made as follows:

- Travel advances are available only under extraordinary circumstances.
- A departmental voucher that sufficiently describes the event, its location (including place of lodging), departure and return dates, and total estimated expense should be forwarded to the Business Office at least ten regularly scheduled work days prior to the departure date requesting an advance based on the estimated expenditures for the period of travel.
- Each employee receiving an advance must sign a payroll deduction authorization form which will allow Metropolitan Nashville Schools to recover the advance from salary owed the employee in the event of termination of employment or failure to submit travel claim within 15 days.
- An amount equal to approximately 75% of the estimated expenditures will be allowed as an advance; however, no advance less than \$100.00 will be made.
- Upon return the official, employee or non-employee shall submit the CLAIM FOR TRAVEL EXPENSES within fifteen (15) regularly scheduled work days detailing actual expenses.
- The travel claim should detail the total expenses incurred. If an additional amount is due the claimant, after reducing the claim by the amount of any travel advance received, a vendor check should be prepared requesting the additional amount due the employee or non-employee.
- If a travel advance were to exceed actual expense, the excess must be returned by the employee or non-employee to the Director of Business Services or other authorized employee of the Board.
- In all instances the original CLAIM FOR TRAVEL EXPENSES must be forwarded to the Business Office. Please reference the check number, if applicable, and the claimants typed name on the form.
- If airline, bus or train tickets are purchased with personal funds, or with a temporary travel advance, the claimant must follow instructions for documentation of this particular item of expense as indicated above in Claims for Travel Expenses.
- Do not include as an item of travel expense on CLAIM FOR TRAVEL EXPENSES any airline tickets obtained through an approved Travel Agency invoiced directly to the Metropolitan Nashville Public Schools.
- Failure to file a CLAIM FOR TRAVEL EXPENSES in the prescribed time period noted above will automatically stop future consideration of travel advances, and/or the reimbursement of out-of-pocket travel expenses.

**Procurement Cards**

- Travel expenses placed on an employee purchasing card will be considered a travel advance until a CLAIM FOR TRAVEL EXPENSES is submitted to the Business Office.
- Travel expenses placed on employee procurement cards must include actual travel expenses up to the limitations set forth in this policy.
- The employee must submit a travel reimbursement claim regardless of whether he/she is due reimbursement from Metro Nashville Public Schools that reflects all travel related expenses, within fifteen (15) regularly scheduled work days.

**References/Authority**

DSOP 4405 Purchasing Card Program

DSOP 1007 Field Trips

**Forms Required**

- CLAIM FOR TRAVEL EXPENSES
- Request for Travel
  - Three part form (white, pink and yellow)
- Automobile Rental Authorization Form

## Travel Expense Claim Form

To complete this form:

Download and save to desktop. This will protect the built-in formulas within the document. List the destination name and the per diem rates for the destination. The link for CONUS per diem rates is:

[www.policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd05d.html](http://www.policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd05d.html)

The CONUS rates should be checked before traveling to ensure that you stay within the required limits.

List your expenses by date and category order. Totals will carry over to the total column. You must key in the amounts that posted to the Pcard in the appropriate column and amounts for which you want to be reimbursed for out of pocket expenses (if any) in the designated column.

**Procurement cardholders remember: You are allowed to purchase airfare and hotel for your party but travelers other than the cardholder must pay out of pocket, filing a Travel Reimbursement Voucher upon return. No food or incidentals can be charged to your Procurement card except your own expenses.**

Procurement cardholders follow these steps:

Attach copies of the following documentation:

Approved request for travel

Documentation that the hotel was a "conference hotel". This usually comes from event registration material.

Copies of all itemized receipts for charges that posted to the Pcard.

Copy of the pre-approved Automobile Rental Authorization Form signed by the Director of Business Services

**Original receipts to with your Pcard documentation as usual.**

To file Out of Pocket Reimbursements:

Attach originals of the following documentation:

Original receipts for out of pocket expenses for which you may be asking for reimbursement. Remember the entire receipt, itemized, must be presented for purchases.